

Election Inspector Training Points Booklet

*Suggested points for Trainers to include in
election inspector training*



Michigan Department of State
Bureau of Elections

May 2012

Training Points – Opening and Closing the Polls

Opening the Polls

- Swear in all election inspectors
- Sign oaths
- Complete Election Inspector's Preparation Certificate
- Prepare tabulator
- Prepare e-Pollbook
- Prepare AutoMARK
- All postings must be hung and visible
- Display a flag inside or outside
- Clear and barrier free layout
- Announce 7 a.m. opening

Special Points of Interest:

- ☆ *Use the resources provided*
- ☆ *Open @ 7 a.m.*
- ☆ *Majority of the board but no less than 3 inspectors must be in the precinct at all times*
- ☆ *Work in pairs –of opposite party preferences*
- ☆ *Close @ 8 p.m. – all voters in line may vote*
- ☆ *Keep building open to observers*

Closing the Polls

- Announce the 8 p.m. close
- Doors remain unlocked throughout the process
- Compute results
- Complete paperwork
- Seal and pack up supplies

Resources

- Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
- Training Workbook for Election Inspector Training Coordinators
- Election Inspectors' Guide to Precinct Count Voting Equipment
- AutoMARK Election Inspector Guide
- Electronic Pollbook Election Inspector's User Manual

Training Points – Processing Voters/Voter ID

Procedure Overview

1. Voter completes Application to Vote
2. Check voter ID and locate voter in E-Pollbook
3. Verify voter eligibility and process voter in e-Pollbook
4. Initial Application to Vote
5. Assign ballot, enter number and voter number on Application to Vote
6. Using secrecy sleeve give the voter his/her ballot when booth is available
7. Voter votes ballot
8. Verify ballot number, remove stub and collect Application to Vote
9. Voter inserts ballot into tabulator
10. Voter returns secrecy sleeve

Station 1: Applications to Vote/Greeter

- Stop and Greet Voter
- Stamp date and write precinct number on Application to Vote
- Have voter complete Application to Vote with current address
- Assist voters who are not in correct precinct
- Direct voters to Station 2

Station 2: The e-Pollbook

- Verify name & photo with voter ID (may be completed at Station 1)
- Look the voter up in the e-Pollbook
- Verify eligibility
- Direct voter to Help Desk if necessary
- Process voter in e-Pollbook
- Initial Application to Vote
- Record ballot number and voter number on Application to Vote
- Direct voter to Station 4

Station 3: The Help Desk

- Solve registration issues with resources provided
- Find out why voter is not in the e-Pollbook, follow instructions provided
- Assist e-Pollbook Inspector with provisional ballots

Station 4: The Ballots & Voting Booths

- Place ballots in secrecy sleeve
- Place Application to Vote in pocket on secrecy sleeve
- Give voter the ballot when a booth opens
- Provide voter with instructions
- Check voting booths for campaign material

Special Points of Interest:

- ☆ *Provisional ballots are available to voters not in the e-Pollbook or QVF Precinct List*
- ☆ *Voter's signature does not have to be full name*
- ☆ *Keep stations moving, utilize the Help Desk*
- ☆ *Offer assistance to every voter at every station*

Determining Why a Voter is Not in the e-Pollbook

1. Ask voter for ID
2. Verify address is in precinct
3. Ask if registered under different name
4. Ask when the voter registered
5. If still unable to locate, call Clerk

Special Points of Interest:

- ☆ *Minor children are allowed in the booth with a parent*
- ☆ *Voters should not have a ballot unless there is an open booth*
- ☆ *Maintain ballot secrecy at all times*

Station 5: The Tabulator

- Keep finished voters in line and 10 feet from tabulator
- Verify ballot number on Application to Vote with ballot
- Remove stub and instruct voter to insert ballot into the tabulator
- Place Application to Vote in binder or spindle
- Place provisional ballots (folded and in provisional secrecy sleeve) in the provisional ballot security envelope and then into the larger provisional ballot storage envelope. DO NOT TABULATE!
- Collect secrecy sleeves and give "I Voted" stickers (if applicable)
- Explain why tabulator rejects a ballot (use scripts). Direct voter to Station 2 if they require a new ballot
- Do not allow voter to leave with their ballot or ballot stub
- Two inspectors of different party affiliation, may open tabulator occasionally to make sure ballots aren't backing up

Special Points of Interest:

- ☆ *Voter must put his/her own ballot in the tabulator*
- ☆ *Maintain ballot secrecy at all times*
- ☆ *Voters should press tabulator buttons*

State ID Requirements

- All voters must be asked to show ID
- If no ID, voter must sign Affidavit of Voter not in Possession of Photo ID
- If refuse to show ID or sign affidavit, do not issue ballot
- Check ID to verify identity of the voter and that name matches Application to Vote

Special Points of Interest:

- ☆ *If Photo ID leaves voters identity in question – issue an "envelope" ballot*
- ☆ *For a voter marked ID or Must show ID before voting, follow special procedures for voter that must meet the federal ID requirement*

Acceptable forms of photo ID

- Michigan driver's license or Michigan personal identification card
- Current driver's license or personal identification card issued by another state
- Current federal or state government-issued photo identification
- Current US passport
- Current student identification with photo – from a high school or an accredited institution of higher education
- Current military identification card with photo
- Current tribal identification card with photo

Resources

- Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
- Electronic Pollbook Election Inspector's User Manual
- Training Workbook for Election Inspector Training Coordinators
- Implementing Michigan's Voter Identification Requirement
- Picture Identification in the Polls: Questions and Answers
- Photo Identification at the Polls Flow Charts
- Procedure for Handling Optical Scan Ballots Rejected in the Polls

Training Points – Campaigning at Polls/Exit Pollsters

Campaigning

- 100 ft. from any outside entrance used by voters
- Activities considered campaigning:
 - Encouraging voters to vote for a candidate or issue
 - Distributing campaign materials
 - Soliciting petition signatures
 - Requesting donations, selling tickets, etc.
- Voters cannot wear campaign materials (buttons, t-shirts, etc.)
- Voters may bring concealed “slate cards” into the booth
- Check booths throughout the day for campaign material
- Bumper stickers on parked vehicles are allowed within 100 ft. while a voter is voting

Special points of interest:

- ☆ *Campaign materials include write-in stickers*
- ☆ *If a citizen persists in violating these restrictions, contact the Clerk or, if necessary, local law enforcement*
- ☆ *Candidates should not be in the precinct during voting hours other than to vote*

Exit Pollsters

- Exit Pollsters survey electors **after** they vote
- Restrictions:
 - 20 ft. outside any entrance
 - Must not enter building
 - Must not question anyone entering the building

Special points of interest:

- If a citizen persists in violating these restrictions, contact the Clerk or, if necessary, local law enforcement*

Resources

- Managing Your Precinct on Election Day – Election Inspectors’ Procedure Manual
- Training Workbook for Election Inspector Training Coordinators

Training Points – Challengers and Poll Watchers

Poll Watchers

- Any person interested in observing
- Does not have to be registered to vote
- Cannot challenge
- May not be behind pollworker tables
- Must be in “public area”
- May view pollbook at chairperson’s discretion

Challengers

- Appointed by political parties
- Two allowed per party, only one challenger per party has authority to challenge – must declare an authority change
- May challenge a voter’s right to vote
- May challenge inspectors if proper procedure is not followed
- Must carry credentials issued by party
- May be expelled for being disorderly
- May be behind the pollworker tables
- Must be registered to vote in Michigan
- May view pollbook

Special Points of Interest:

- ☆ *Neither are allowed to touch materials used by inspectors*
- ☆ *Neither can campaign*
- ☆ *May be in precinct before and after polls open/close*
- ☆ *Neither are allowed to talk to or approach voters*
- ☆ *Neither are allowed to display signs or name of organization*
- ☆ *Neither are allowed to pass out literature*
- ☆ *The voter may not vote if refuses to follow challenge procedure*
- ☆ *Proper challenge is based on reliable eligibility information found before polls open*
- ☆ *Candidates should not be in the precinct during voting hours other than to vote*

Challenge Procedure

- Challenge must be to chairperson
- Chairperson procedure:
 1. Administer oath
 2. Question voter on eligibility
 3. Prepare challenged ballot if eligible
 4. Record challenge in paper pollbook
 5. Process as usual

Preparing Challenged Ballots

1. Write ballot number on back side in pencil
2. Conceal number with Post-it tape
3. Process as usual

Resources

- Managing Your Precinct on Election Day – Election Inspectors’ Procedure Manual
- The Appointment, Rights and Duties of Election Challengers and Poll Watchers
- The Challenge Process: Questions and Answers
- Training Workbook for Election Inspector Training Coordinators

Training Points – Assisting Voters/Spoiled Ballots/Exposed Ballots

Assisting Voters

AutoMARK

- Allows ballot secrecy and independent assistance in marking ballot
- Guide voter to AutoMARK
- Explain AutoMark is a ballot marker, not a tabulator
- Voter takes ballot to tabulator when finished

Special Points of Interest:

☆ *All stations should offer instructions or assistance to every voter*

Additional Assistance Procedure

- If voter prefers personal assistance, two inspectors with different political affiliation shall assist
- A blind, disabled or voter unable to read or write may be assisted by someone else, but that person cannot be:
 - Voter's employer
 - Officer or agent of employer
 - Officer or agent of a union voter belongs to
- Voter must be asked:
 - "Are you requesting assistance by reason of blindness, disability or inability to read or write?"
- Assistant must be asked:
 - "Are you the voter's employer, or agent of that employer or officer or agent of a union to which the voter belongs?"
- Record assistance in Remarks

Spoiled Ballots

- Ballots marked in error
- Procedure:
 1. Voter writes SPOILED on ballot and removes stub
 2. Voter puts ballot in spoiled envelope
 3. Spoil old ballot in e-Pollbook
 4. Issue new ballot in e-Pollbook
 5. Draw line through old ballot number on Application to Vote and write new number above
 6. Process as usual

Special Points of Interest:

☆ *Spoiled ballots need secrecy maintained too!*

Exposed Ballots

- Ballot deliberately shown to another person (exception for minor children)
- Must not be tabulated
- Write REJECTED FOR EXPOSURE on ballot
- Reject ballot in e-Pollbook
- Put ballot in local clerk envelope
- A new ballot **cannot** be issued

Resources

- Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
- Training Workbook for Election Inspector Training Coordinators
- Providing Assistance to Voters with Disabilities

Training Points – Voters Who Have Moved

Move within Jurisdiction

- Remains eligible to vote and may only vote in last registered precinct
- Must complete Election Day Change of Address Notice
- Process as usual

Move outside Jurisdiction

- Eligible to vote in last registered precinct if move was within 60 days of the election
- Must complete a Cancellation Authorization
- Process as usual
- If move more than 60 days prior, voter is ineligible to vote.

Special Points of Interest:

- ☆ *Don't offer eligibility information, make the voter provide accurate information*
- ☆ *Be ready with voter's information when calling Clerk*

Resources

- Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
- Training Workbook for Election Inspector Training Coordinators

Training Points – Missing Registration

Voter not listed in e-Pollbook

- Process:
 1. Check “Other” tab
 2. Ask voter for ID
 3. Verify address is in precinct
 4. Ask if registered under different name
 5. Ask when the voter registered
 6. If still unable to locate, call Clerk

Special Points of Interest:

- ☆ *Provisional ballots are available to voters not in the e-Pollbook or QVF Precinct List*
- ☆ *Close of registration is always 30 days prior to an election*
- ☆ *Verify the voter is in the correct pct; voter must reside in the precinct the ballot is cast*

Provisional Ballots

Basics

- Only issue with Clerk’s authorization unless unreachable
- Use 4-step Procedure Form
- Have voter complete steps 1 and 2
- Election Inspector completes step 3
- If all “Yes’s” in step 3, ballot goes in tabulator (Affidavit ballot)
- If any “No’s,” fold ballot and use appropriate envelopes (Envelope ballot) – DO NOT TABULATE!
- Prepare both the Provisional Affidavit and Provisional Envelope ballots as “challenged” ballots
- Voter receives Notice to Provisional Voter
- All forms and envelope ballots go in provisional storage envelope

Other “Envelope” ballots:

“Envelope” Ballots should be issued without the 4-step Procedure Form if:

- The voter is marked Must show ID before Voting or ID on the registration list and is unable to satisfy the Federal ID requirement
- The voter’s photo ID does not confirm their identity

Resources

- Managing Your Precinct on Election Day – Election Inspectors’ Procedure Manual
- Training Workbook for Election Inspector Training Coordinators
- Provisional Ballot Four-Step Procedure Form

Training Points – Processing Absentees

Procedure:

1. Determine the legality of the ballot
 - a. Verify Signature with application
 - b. Verify registration
2. If illegal, write “REJECTED AS ILLEGAL” on the envelope, do not open. Record a Remark.
3. Remove the ballot from the envelope.
4. Verify the serial number with the ballot number issued.
5. Enter the voter and ballot number into the e-Pollbook or Traditional Poll Book (note AV if using the Traditional Poll Book)
6. Complete the AV application to vote.
7. Remove the ballot stub and secure the ballot until several absentee ballots have been processed.
8. Feed the ballot(s) into the tabulator.

Special points of interest:

- ☆ *Secrecy of the ballot and anonymity of the voter must be maintained*
- ☆ *Process absentee ballots in multiples*
- ☆ *Work in groups of two*
- ☆ *If a ballot number does not match or the stub is missing, prepare the ballot as a challenged ballot*
- ☆ *Do not open an absentee ballot if the voter does not appear on the registration list*

Handling Ballot Error Messages:

Absentees rejected by tabulator must be inspected. The following ballot types must be duplicated:

1. Properly voted ballots the tabulator won't read
2. False “overvote” created by ballot correction
3. False “overvote” created by invalid write-in
4. Blank ballot which contains valid votes
5. False “crossover” vote created by ballot correction
6. False “crossover” vote created by invalid write-in

Duplication Procedure

Ballots should be duplicated after the polls close by two inspectors of different political parties.

Process:

- Write “Dup 1” on an unused ballot
- Write “Orig 1” on the voted ballot
- Following validity standard, use the reader/checker method to copy the valid votes onto Dup 1
- Marks must be in target area and consistent to count
- Place Dup 1 in tabulator
- Place Orig 1 in Original Ballot Envelope
- Repeat as necessary, using the next sequential number (2, 3, etc.)

Resources

- Managing Your Precinct on Election Day – Election Inspectors’ Procedure Manual
- Training Workbook for Election Inspector Training Coordinators
- Determining the Validity of Optical Scan Ballot Markings

Training Points – Write-In Candidates

Overview

- Only votes cast for write-in candidates who have submitted a Declaration of Intent may be counted
- A Declaration of Intent by 4 p.m. on the 2nd Friday before election
- Clerk provides a list of valid write-ins
- Elections inspectors may not provide write-in candidate names to voters

Recording Write-Ins

- Use paper pollbook Declared Write-In Tally of Votes sheet
- Only candidates on valid list should be recorded
- Record valid candidates exactly as cast
Example: Robert Smith, III
 Bob Smith
- Total each line and record

Special Points of Interest:

- ☆ *Precinct delegates may complete a Declaration of Intent at the precinct*
- ☆ *Informing voters that write-in candidates have filed could be misconstrued as campaigning unless specifically asked*
- ☆ *If asked, direct voters to call the Clerk for names of valid write-ins*

Resources

- Managing Your Precinct on Election Day – Election Inspectors' Procedure Manual
- Training Workbook for Election Inspector Training Coordinators

Training Points – Recountability & Receiving Boards

Recountability

- Ballot bag properly sealed
- Seal number recorded properly
- Physical ballot count matches pollbook; any imbalance is recorded with explanations in the Remarks

Properly Sealed Ballot Container

- Does the container open?
- Is the seal secure?
- Is the ballot container certificate in place with the correct seal number written on it?

Receiving Board Priorities

- Verify the pollbook & statement of votes are not sealed in the ballot bag
- Confirm container was properly sealed
- Confirm seal number was properly recorded
- Number of voters in pollbook equals number of ballots tabulated

Correcting Mistakes

- Election inspectors should correct
- Remark in the pollbook
- Signed by election inspectors & receiving board members

Special points of interest:

☆ *Deputy Clerks, if eligible to be an election inspector, may serve on the Receiving Board*

☆ *Election Inspectors that served throughout the day may serve on the Receiving Board*

Resources

- Training Workbook for Election Inspector Training Coordinators
- Establishment and Use of Receiving Board Instructions and Checklist